

Comprehensive Law Firm Support:

Services and Tasks at a Glance

Administrative Support



- ✓ Calendar Management
- ✓ Document & Email Management
- ✓ Billing & Invoicing
- ✓ Data Entry
- ✓ Travel & Meeting Coordination
- ✓ Drafting Correspondence
- ✓ Bookkeeping
- ✓ HR Support

Paralegal Support



- ✓ Client Intake
- ✓ Legal Research
- ✓ Document Preparation
- ✓ Case Management
- ✓ Client Communication
- ✓ E-Filing
- ✓ Discovery Process Support
- ✓ Trial Preparation Support

Marketing Support



- ✓ Email Marketing
- ✓ Content Marketing
- ✓ Social Media Management
- ✓ Digital Advertising
- ✓ Logo & Branding Design
- ✓ Website Design
- ✓ Website Maintenance
- ✓ Marketing Plans & Strategy

Call Management



- ✓ 24/7/365 Call Answering
- ✓ Call Intake
- ✓ Clio Integration
- ✓ Ongoing Call Services
- ✓ HIPPA Compliant Call Answering
- ✓ On-Demand Translation (English/Spanish)
- ✓ Payment Processing
- ✓ Appointment Scheduling